

January 18, 2002

REQUEST FOR QUALIFICATIONS

You are invited to submit a Statement of Qualifications to provide professional services to the CALFED Science Program. We are requesting qualifications for two positions; 1) a scientific/technical writer (Attachment 1), and 2) a wetland monitoring and research coordinator (Attachment 2). You may submit a statement for either or both positions.

The Association of Bay Area Governments (ABAG) and the San Francisco Estuary Project (SFEP) provide fiscal, contract management and administrative services to the CALFED Bay-Delta Program. Any contract resulting from this solicitation will be negotiated by ABAG and SFEP and administered by ABAG.

I. Background

The SFEP was created in 1987 under the Clean Water Act's National Estuary Program. It is a cooperative effort to promote effective management of the Bay-Delta Estuary and to restore and maintain its water quality and natural resources. Representatives from the public, all levels of government, and elected officials from all twelve Bay-Delta counties, are working together to implement the Comprehensive Conservation and Management Plan. The plan recommends specific corrective actions, monitoring programs and research goals aimed at resolving the Estuary's most critical problems. ABAG serves as the fiscal agent for the Estuary Project.

CALFED refers to the consortium of state and federal agencies described by Water Code Section 78501, also those additional agencies described in the CALFED Programmatic Record of Decision dated August 28, 2000, that will participate in implementing the CALFED programmatic plan. The mission of the CALFED Bay-Delta Program is to develop and implement a long-term comprehensive plan that will restore ecological health and improve water management for beneficial uses of the Bay-Delta system. The Estuary Project's ecosystem goals and science needs overlap and are compatible with CALFED's goals. Under contract to CALFED the SFEP/ABAG provide institutional support for multi-agency planning, environmental and scientific projects in one of the regions within CALFED's solution area.

II. Services Required

The Contractor shall perform all aspects of the required work as described in the Statement of Work-Scientific/Technical Writer (Attachment 1) and/or Statement of Work- Wetland Monitoring and Research Coordinator (Attachment 2). Contractor will coordinate with SFEP, ABAG, CALFED staff and CALFED Science Program participants.

III. Compensation

The Contractor must be an independent, self-employed contractor. No benefits are provided. All services will be paid for on an hourly basis with other direct costs to be billed on an as expended basis. Contractor is responsible for payment of applicable state and federal taxes. Contractor must provide the necessary office space and equipment to perform required work.

IV. Time Frame

This solicitation is for part-time work on an as-needed basis. The term of the contract could extend up to three years depending on available funding.

V. Pre-qualified List

Based on the quantified numerical scores of submittals made in response to this request, and the numerical rating of contractors invited to interview, SFEP will maintain a pre-qualified list of finalists in order of their ranking. At such time as work is required for CALFED, a contract for that work would be negotiated with the highest scoring finalist. If that finalist is not available due to time constraints, etc. or we are unable to reach agreement on a reasonable cost, we would proceed to negotiate with the second ranking finalist and so on. If there is more work available than one contractor could reasonably accomplish, we would negotiate with the subsequent finalists in order of their ranking on the list.

VI. Selection Procedure

Every submittal will be evaluated according to the criteria below. Numerical scores will be tabulated for each offer.

- 1) Relevant Qualifications and Experience - The Contractor will be evaluated based on the level of experience and background in performance of similar projects/programs.
- 2) Educational and Professional Background- The Contractor must possess the educational requirements listed in the Statement of Work.
- 3) Submittal - The Contractor will be evaluated based on the adequacy of the submittal to respond to the goals and objectives of this Request for Qualifications (RFQ). Statements must respond to all the requirements of the RFQ, and must include all information specifically required in all sections of the RFQ.

Highest ranking candidates will be invited to an interview at San Francisco Estuary Project Offices, San Francisco Bay Regional Water Quality Control Board, 1515 Clay Street , Suite 1400, Oakland, CA, at their own expense.

The responsible Contractor whose Statement of Qualifications is most advantageous to ABAG, SFEP, evaluation factors, costs, and other factors, considered will be awarded first place on the pre-qualified list. Our objective is to obtain the highest qualified candidate to achieve the objectives within a realistic time frame and reasonable cost. Qualifications and experience as a whole are more important than cost.

This RFQ does not commit ABAG to award a contract. Applications will only be considered for the Pre-Qualified List at this time. When services are required, a contract will be negotiated. Applicants are informed that the award of any contract as the result of this solicitation is contingent upon the availability of funds.

Award of a contract may not be made to any Contractor unless an agreement can be secured for all general and special contract provisions.

VII. What to Submit

To provide an objective, fair review of all statements of qualifications, the submittals are to include only the following information:

1) Transmittal Letter - Normal transmittal letter, covering highlights and unique features of your qualifications. Any special terms and conditions related to this request should also be summarized in this portion of the statement. Letter should include your office address.

Length: **One (1) page maximum.**

2) Statement of Qualifications - Provide a definitive statement of qualifications allowing the candidate to accomplish the requirements as stated in this RFQ. This must describe in detail the procedures and methods that will be used to achieve the stated needs outlined in the Statement of Work, preferably drawing on past experience/work conducted by the applicant.

Length: **Four (4) pages maximum.**

3) Relevant Experiences - Provide a summary of relevant experience over the last 5 years.

Length: **Two (2) page maximum.**

4) Educational and Professional Background - Provide a summary of educational background, including degrees. Also include special professional and/or project experience.

Length: **Three (3) pages maximum.**

5) List of Client References - Provide a list of clients to be used as references for your work, including contact name, address, telephone number, nature of job, length of engagement, amount (e.g. 1 year, \$ 35,000).

Length: **One (1) page maximum.**

6) Standard Billing Information - Provide billing rates for relevant personnel and any subcontractors, including overhead.

Length: **One (1) page maximum.**

7) Examples of Work - Provide two documents or articles that clearly demonstrate your ability to communicate in scientific and technical language to an academic/professional audience.

Length: **Optional, but brevity will be appreciated.**

We require three (3) copies of your statement package. **Statements are due in the Estuary Project offices no later than Monday, February 18, 2002 at the close of business, 5: 00 P.M.** Questions may be directed to Marcia Brockbank at (510) 622-2325; fax (510) 622-2501; e-mail mlb@rb2.swrcb.ca.gov.

VIII. Where to Submit Application

If mailed, address to:

Marcia Brockbank
San Francisco Estuary Project
1515 Clay Street, Suite 1400
Oakland, CA 94612-1413

If hand delivered:

Marcia Brockbank
San Francisco Estuary Project
1515 Clay Street, Suite 1400
Oakland, CA 94612-1413

(Receipt in our office must be by the deadline stated regardless of postmark.)

Attachment 1 - Statement of Work

Scientific/Technical Writer

The Contractor will perform the following editorial functions as required for preparing for publication scientific and/or technical studies prepared by CALFED scientists:

- Checks for typos, grammar problems, clear writing, consistency, etc.
- Clarifies with the author the expected audience and helps ensure that the writing style is appropriate for the audience.
- Where appropriate, the editor makes changes.
- Where the changes are not clear, the problems are pointed out so the writer can make the changes.
- As needed, the editor may incorporate comments from additional reviewers. Where the comments may change the meaning, the author is contacted before making changes.
- Uses appropriate software to paste graphs and tables in the document.
- Uses editorial conventions agreed to for the document: eg. units, footnotes, abstract length, tc.
- Within applicable guidelines, uses desktop publishing software to format the document in a way that makes the information most useful to the reader.
- Works with the author, publisher and web site manager to move the document to publication.
- Work with guidance to provide editorial support for the on-line publication program.

Writing

Writing tasks include the following:

- Write and prepare entire technical documents (such as syntheses of what is known about salmon in the Sacramento Watershed) under the direction of Science Program staff, science advisors, agency staff, and/or associated researchers (includes writing, formatting tables and graphics, and automatic word processing of elements such as tables of content, etc.)
- Organize draft information into logical and clear format. Organize complex technical material in a logical and accessible framework clearly describing scientific concepts and terminology.
- Revise existing documents to make them clear and accessible to several different audiences. Work with existing technical drafts to bring them to publishable quality.
- Prepare summary material for the general public based on more complex written documents.

Qualifications

Candidates for this work should have many of the following qualifications:

- Degree in a physical or biological science.
- Experience in field and analytical studies.
- Ability to work closely with scientists and managers.

- Familiarity with the Bay/Delta system.
- Writing experience as demonstrated through reports and publications.
- Possess demonstrated experience in editing technical and other documents, desktop publishing and familiarity with word processing and graphical software programs.

Work Schedule

The work load is variable and largely unpredictable. In some instances there may be several weeks of work in a row and then nothing for several weeks. The work hours can in some cases be flexible and involve telecommuting.

Supervision

Editorial and writing assignments would be supervised by appropriate CALFED staff. Contractor will work under the direction of the SFEP's Program Manager. Contractor shall submit monthly reports on progress and completion of deliverables as well as invoices of direct costs, overhead and direct cost expenditures. A summary comparing expenses to the overall budget shall be submitted monthly to the Program Manager.

Attachment 2 - Statement of Work

Wetland Monitoring and Research Coordinator

- Collaborate with one or more senior researchers in the preparation of interpretive reports examining monitoring data from CALFED's pilot wetland monitoring effort.
- Act as a research advisor for individual wetland restoration efforts to help design monitoring efforts that will feed in to CALFED's pilot wetland monitoring effort.
- Act as a peer reviewer for principal investigators involved in CALFED's pilot wetland monitoring effort.
- Prepare written syntheses and other material to CALFED that describes new scientific understanding emerging through wetland monitoring.
- Design and write overarching conceptual framework for the effects of wetland restoration on ecosystem processes that links together the conceptual models of disciplinary teams involved in CALFED's pilot wetland monitoring effort (obtaining peer review from the group).
- Organize external reviews of monitoring data and interpretive reports.
- Provide scientific advice to CALFED agencies considering wetland restoration.

Qualifications:

- PhD in an ecological science is a requirement, PhD in wetlands systems is desired.
- Demonstrated ability to write and publish interpretive reports in the published literature.
- Collaboration skills
- Demonstrated ability to address scale issues in complex ecosystem research areas

Desired:

- Experience analyzing monitoring data collected at different scales in variable environment and publishing the results of the analysis
- Science management experience
- Service on national-level peer review panels
- Familiarity with Bay-Delta wetlands system and issues